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STATEMENT
CONCERNING THE
Army and Navy Claim Agency
OF THE
U. S. SANITARY COMMISSION,
From September 1, 1864, to October 1, 1866.



Statement Concerning the Army and Navy Claim Agency of the U. S. Sanitary Commission.

THE prosecution of Claims on Government, for soldiers and sailors or their representatives, without charge, became a distinctly organized form of the Commission's Special Relief Service, January-1, 1863.

Its first Local Agency, for filing Claims in the various governmental departments, was opened in Washington, D. C., February 10, 1863, at 389 H street, in connection with its Special Relief Office, and continued in operation until July 10, 1865, when its business was transferred to the Central Bureau.

The Central Bureau was organized April 1, 1864, at 244 F street, Washington, under the title of "The U. S. Sanitary Commission Army and Navy Claim Agency."

A few additional agencies were established prior to May, 1865, when an extension and enlargement of the system of Local Agencies—auxiliary to the Central Bureau—was undertaken, under the immediate supervision of Mr. William F. Bascom, who, at a later period, (October 1, 1865,) was appointed General Agent of the Bureau.

The whole number of agencies thus established, and supported either wholly or in part, from the Central Treasury of the Commission has been 108.

The agencies at Philadelphia and Louisville have filed their Claims direct in the governmental departments.* All others, deriving support from the Central Treasury of the Commis-

* The agency at Philadelphia has filed Claims of Discharged Men for "Arrears of Pay and Bounty," through the Central Bureau.

sion, have transacted their business through the Central Bureau, which has supplied all instructions, forms, blanks, books for registry and record, and stationery, required in transacting the business.

On the first day of every month, Local Agencies were required to make full returns to the Central Bureau, including a classified statement of the business of the month, with their monthly expense account, accompanied by vouchers.

The Central Bureau ceased to receive Claims on January 1, 1866, its unsettled claims at that date numbering 31,919.*

The number of unsettled claims at this date (October 1, 1866) is 20,273.

The prosecution of these Claims is still progressing, and the work of the Bureau rapidly approaching completion.

A condensed tabular statement of this branch of the Commission's Special Relief Service, from September 1, 1861, to October 1, 1866, is herewith presented; accompanied by a list of local agencies, a classified statement of expenses of the Central Bureau and Local Agencies, and certain Forms indicating the system employed for conducting the operations of the Bureau.

JNO. S. BLATCHFORD,

GENERAL SECRETARY.

WASHINGTON, October 1, 1866.

*The Agency at New York continued to receive claims until March 19, 1866.

ARMY AND NAVY CLAIM AGENCY

Condensed Statement of Work from

Agency.	Period.	Number of Claims Allowed.	Cash Value.	Number Claims Rejected.
Special Relief Office, Wash- ington, D. C.	*From Sept. 1, 1861, to Jan. 1, 1863.	3,103	\$220,671.36
	From Jan. 1, 1863, to Jan. 1, 1864.	3 208	227,063.20
	From Jan. 1, 1864, to Jan. 1, 1865.	4,893	412,810.47
	From Jan. 1, 1865, to Jan. 27, 1866.	4,896	547,436.31
	From Jan. 1, 1863, to Jan. 27, 1866.	2,446	206,405.23
	From Feb. 14, 1863, to July 10, 1865.	4,961	308,470.90
Special Relief Station, Convales- cent Camp, near Alexandria, Va.	From April 30, 1863, to March 1, 1865.	2,140	209,902.06
Special Relief Office, Boston ...	From April 1, 1863, to April 1, 1866.	378	36,688.91
Central Bureau, "Army and Navy Claim Agency," Wash- ington, D. C.	From April 1, 1864, to Jan. 1, 1865.	751	188,400.31
	From Jan. 1, 1865, to Jan. 1, 1866.	5,650	1,570,365.32	1.5
	From Jan. 1, 1866, to Oct. 1, 1866.	12,011	3,221,421.20	3.7
Agency at Philadelphia, Pa.....	From May 15, 1863, to Oct. 1, 1866.	7,833	2,482,643.94	1.6
" " New York City.†....	From Jan. 1, 1866, to October 1, 1866.	204	60,835.71
" " Louisville, Ky.....	From April 1, 1864, to Nov. 1, 1865.	629	33,612.91
TOTAL.....	From Sept. 1, 1861, to Oct. 1, 1866.	52,743	\$9,726,427.83	7.0

* During the period from Sept. 1, 1861, to Jan. 1, 1863, no systematic record of this service made by Mr. F. N. Knapp.

Miscellaneous claims not formally entered upon the Office Records.

† In determining the cash value of Pension Claims, they are estimated as continuing for five

‡ The business of the New York Agency, prior to January 1, 1866, appears in the Exhibit of Governmental Departments. For condensed statement of the work of this Agency from January

Number of Claims remaining

A large amount of aid has been rendered to Soldiers at the various Special Relief Offices and the adjustment of accounts and the collection of dues from Government, which does not appear in

THE U. S. SANITARY COMMISSION.

September 1, 1861, to October 1, 1866.

Whole No. Claims Settled.	Cost of Service.	Classification of Claims Allowed.	
3,103	The cost of this service at these sev-	Miscellaneous.....	3,130
3,208	eral Special Relief Offices and	(Pay and Bounty of Discharged Men.....	2,636
4,893	Stations is embraced in their	(Pay and Bounty of Men in Hospital.....	572
4,896	"Current Expense Account,"	(Pay and Bounty of Discharged Men.....	2,085
2,446	and is not separately distinguished.	(Pay and Bounty of Men in Hospital.....	2,260
4,961		(Miscellaneous.....	608
2,446		(Pay and Bounty of Discharged Men.....	2,945
4,961		(Pay and Bounty of Men in Hospital.....	792
2,446		(Miscellaneous.....	1,159
4,961		Miscellaneous.....	2,446
2,446		(Pensions.....	4,644
378		(Arrears of Pay and Bounty.....	317
797	88,844.30	(Miscellaneous—chiefly Pay and Bounty of Discharged Men and Men in Hospital.....	2,140
7,198	106,895.57	Miscellaneous—chiefly Pay and Bounty of Discharged Men ..	378
15,725	70,404.24	(Invalid Pensions.....	1,030
9,477	22,156.50	(Widow's Pensions.....	2,593
240	10,622.67	(Unclassified Pensions.....	216
311	2,108.37	(Naval Pensions.....	162
59,773	\$221,028.65	(Arrears of Pay and Bounty, including Arrears of Pay and Bounty of Discharged soldiers; on account of Deceased soldiers; Naval Arrears Pay and Bounty; Naval Transfer; Commutation of Rations and Officers' Accounts.....	15,560
		(Prize Money.....	1,189
		(Invalid Pensions.....	2,872
		(Widow's Pensions.....	905
		(Unclassified Pensions.....	342
		(Arrears of Pay and Bounty of Discharged soldiers.....	2,541
		(Arrears of Pay and Bounty on account of Deceased soldiers..	2,169
		(Miscellaneous.....	508
		(Arrears of Pay and Bounty.....	81
		(Pensions.....	94
		(Prize Cases.....	29
		(Pensions.....	126
		(Arrears of Pay and Bounty.....	153
		Correspondence of the Central Bureau from April 1, 1864, to October 1, 1866; Letters received, 106,409; Letters and Mail Packages transmitted, 126,983. Total, 233,392.	

s preserved at the Special Relief Office in Washington. The result given is based on an estimate

ers at the rate originally allowed.

re Central Bureau. Claims received subsequent to January 1, 1866, have been filed direct in the

9, 1863, to November 11, 1866, see appendix

settled October 1, 1866, 20,273.

stations of the Commission, involving "correction of papers," in almost every form, necessary to his statement, and of which no record exists.

U. S. SANITARY COMMISSION

ARMY AND NAVY CLAIM AGENCY.

Classification of Expense Account of the "Central Bureau" at Washington, D. C., from April 1, 1864, to October 1, 1866:

Rent.....	81,348.75	
Advertising.....	21.25	
Stationery.....	10,596.19	
Postage.....	5,458.64	
Telegrams.....	51.46	
Freight.....	367.10	
Expenses.....	3,683.54	
Travelling Expenses.....	1,575.29	
Salaries.....	76,589.90	
Fees of Magistrates.....	53.50	
	-----	\$99,745.62

Classification of Expenditure incurred for support of "Local Agencies" auxiliary to the Central Bureau, from April 1, 1864, to October 1, 1866:

Salaries.....	869,237.14	
Fees of Magistrates.....	8,891.25	
Postage.....	6,294.56	
Rent.....	4,790.72	
Advertising.....	5,325.91	
Other Expenses.....	15,233.42	
	-----	109,773.00
TOTAL.....		<u>\$209,518.62</u>

The expenses of the Philadelphia Agency, which has transacted its business direct with the Governmental Departments, amounting to \$22,156.50, from April 1, 1863, to October 1, 1866, is included in the EXPENSE ACCOUNT of Local Agencies.

United States Sanitary Commission Army and Navy Claim Agency.

LIST OF LOCAL AGENCIES

AUXILIARY TO THE CENTRAL BUREAU, WASHINGTON, D. C.

Location.	Date of Establishment.	Name of Agent.	Date of Discontinuance.	No. of Claims Filed.
CONNECTICUT.				
Bridgeport	June 10, 1865.	Andrew Grogan	Dec. 31, 1865.	128
Hartford	June 10, 1865.	Richard W. Roberts	" "	435
New Haven	June 9, 1865.	{ Francis M. Lovejoy, suc- ceeded July 20, 1865, by Ellsworth A. Smith. }	" "	472
New London....	June 16, 1865.	Charles M. Wilcox	" "	97
DELAWARE.				
Wilmington	July 1, 1865.	Levi C. Bird	" "	80
DIST. OF COLUMBIA.				
Washington	Feb. 14, 1865.	{ Wm. F. Bascom, suc- ceeded April 14, 1864, by Milton P. Barry. }	Dec. 31, 1865.	6329
ILLINOIS.				
Alton	July 1, 1865.	James Newman	Dec. 31, 1865.	54
Centralia	July 1, 1865.	Samuel P. Tufts	" "	19
Chicago	April 1, 1865.	{ M. D. Bartlett, succeed- ed Aug. 1, 1865, by A. N. Linscott. }	" "	1010
Griggsville	Oct. 1, 1865	H. L. Boltwood	" "	8
Peoria	July 1, 1865.	Chauncey Nye	" "	142
Quincy	July 1, 1865.	Henry A. Castle	" "	319
Vienna	Aug. 15, 1865.	John S. Crum	" "	24
INDIANA.				
Evansville	June 15, 1865.	Charles E. Marsh	Nov. 17, 1865.	66
Fort Wayne	July 28, 1865.	W. T. Jennison	Dec. 31, "	70
Indianapolis	June 7, 1865.	Temple C. Harrison	" "	227
Lafayette	June 9, 1865.	Taylor & Watson	" "	316
Laporte	June 13, 1865.	Wm. Andrew	" "	126
Lebanon	Oct. 1, 1865.	R. B. Simpson	" "	44
Madison	July 1, 1865.	David G. Phillips	" "	169
Richmond.	July 1, 1865.	Lewis D. Stubbs	Nov. 20, "	48
Terre Haute	June 13, 1865.	Thomas C. Bailey	Dec. 31, "	120
IOWA.				
Burlington	July 1, 1865.	J. P. Brown	Dec. 31, 1865.	81
Davenport	June 19, 1865.	Charles H. Kent	" "	329
Des Moines	June 20, 1865.	Geo. P. Abel	" "	150
Dubuque	June 8, 1865.	E. S. Norris	" "	151

Location.	Date of Establishment.	Name of Agent.	Date of Discontinuance.	No. of Claims Filed.
KANSAS.				
Lawrence.....	July 15, 1865.	Eugene L. Akia.....	Dec. 31, 1865.	83
Leavenworth.....	July 15, 1865.	Charles H. Crane.....	" "	245
KENTUCKY.				
Bowling Green.....	June 14, 1865.	L. F. Kimball.....	Dec. 31, 1865.	43
Frankfort.....	July 15, 1865.	John M. Brown.....	" "	50
LOUISIANA.				
New Orleans.....	Feb. 15, 1864.	Charles W. Seaton.....	Oct. 11, 1865.	1094
MAINE.				
Augusta.....	June 18, 1865.	Joseph Burton.....	Dec. 31, 1865.	188
Bangor.....	June 14, 1865.	Ruel Smith.....	" "	152
Bucksport.....	" "	J. E. Sherman.....	" "	168
Corinna.....	June 20, 1864.	Freeman Knowles.....	Oct. 1, "	20
Levant.....	June 1, 1864.	T. H. Wiggin.....	Oct. 21, "	21
Paris.....	" "	Wm. A. Pidgin.....	Oct. 1, "	19
Portland.....	June 15, 1865.	Wm. H. Fessenden.....	Dec. 31, "	107
MARYLAND.				
Annapolis.....	April 27, 1864.	C. Dentinger.....	Oct. 7, 1864.	24
Baltimore.....	Aug. 19, 1864.	Charles H. Cobb.....	Dec. 31, 1865.	1280
Frederick.....	July 1, 1865.	Joseph M. Ebberts.....	" "	20
MASSACHUSETTS.				
Boston.....	Oct. 18, 1862. Became auxiliary to the San- itary Comm'n. Feb. 1, 1865.	Francis S. Dyer.....	April 30, 1866.	2075
Greenfield.....	July 20, 1865.	Geo. W. Bartlett.....	Dec. 31, 1865.	52
Lowell.....	July 1, 1865.	{ N. D. A. Sawyer, suc- ceeded Oct. 1, 1865, by Joseph W. Gentry. }	" "	154
Neponset.....	Oct. 1, 1864.	Thomas F. Temple.....	July 1, "	6
New Bedford.....	July 1, 1865.	Wm. Almy.....	Dec. 31, "	108
Pittsfield.....	Aug. 23, 1865.	E. M. Wood.....	" "	73
Springfield.....	June 10, 1865.	Lewis A. Tiffin.....	" "	232
Worcester.....	June 15, 1865.	{ John A. Lovell, suc- ceeded Sept. 15, 1865, by Augustus Stone. }	" "	72
MICHIGAN.				
Adrian.....	July 1, 1865.	Carlton E. Barstow.....	Dec. 31, 1865.	290
Detroit.....	July 5, 1865.	Wm. Jennison, Jr.....	" "	286
Grand Rapids.....	July 10, 1865.	Isaac H. Parish.....	" "	74
Jackson.....	July 5, 1865.	G. Thompson Gridley.....	" "	125
Kalamazoo.....	July 3, 1865.	Charles A. Thompson, Jr.	" "	92
MINNESOTA.				
Saint Paul.....	July 1, 1864.	{ Col. Oscar Mahoross, succeeded May 15, 1865, by Gen. John Peller, succeeded Jan. 22, 1866, by Gen. H. P. Van Cleave. }	Dec. 31, 1864.	964

Location.	Date of Establishment.	Name of Agent.	Date of Discontinuance.	No. of Claims Filed.
MISSOURI.				
Saint Louis.....	July 20, 1865.	Henry M. Post.....	Dec. 31, 1865.	230
NEW HAMPSHIRE.				
Concord.....	July 1, 1865.	Samuel C. Eastman.....	Dec. 31, 1865.	101
Manchester.....	July 1, 1865.	Cyrus A. Sullaway.....	" "	187
Portsmouth	July 1, 1865.	Rev. Sullivan Holman....	" "	102
NEW JERSEY.				
Newark	July 19, 1865.	David A. Ryerson.....	Dec. 31, 1865.	846
Trenton	July 1, 1865.	D. Cooper Allinson.....	" "	384
NEW YORK				
Albany	July 1, 1864.	{ McClure & Miller, suc- ceeded Jan. 1, 1866, by Maj W. W. Post. }	Dec. 31, 1865.	1463
Buffalo	May 18, 1864.	{ Jos. A. Peters, suc- ceeded Sept. 1, 1864, by F. G. Pattison. }	" "	385
Elmira.....	June 16, 1864	Mrs. C. B. Stuart.....	" "	129
Janestown.....	May 31, 1864	Smith C. Howe.....	Jan. 16, "	29
Lockport.....	Oct. 16, 1865.	Geo. W. Perigo.....	Dec. 31, "	25
N. York City	{ Jan. 19, 1863 Became auxil- iary to the San- itary Commis'n, June 1, 1864. }	{ Henry Greenfield, suc- ceeded April 1, 1866, by Gilbert S. King. }	{ Ceas'd to receive claims March 19, '66. The Agency still in operation October 1, '66, for completion of unsettled claims. }	10116
Ogdensburgh...	July 10, 1865.	Gardner B. Chapin.....	Dec. 31, 1865	111
Plattsburgh.....	July 1, 1865.	Oren C. Gregg.....	" "	212
Poughkeepsie...	Aug. 1, 1865	Walter C. Allen.....	" "	58
Rochester.....	May 19, 1864.	{ N. S. Jones, succeeded July 19, 1864, by A. J. Hatch, suc'd July 1, '65, by Dr. A. Mandeville. }	" "	495
Spencer.....	Aug. 1, 1864.	C. W. Bradley.....	Dec. 16, 1865.	24
Syracuse.....	July 1, 1864.	{ Silas F. Smith, suc- ceeded July 1, 1865, by H. DeWolfe. }	Dec. 31, "	660
Troy.....	July 18, 1864.	{ B. H. Hall, succeeded August 1, 1865, by Se- well Sargeant. }	" "	86
Utica.....	July 1, 1865.	Geo. C. Carter.....	" "	244
Watertown.....	July 15, 1865.	Lucian E. Carter.....	" "	173
Westfield	Oct. 1, 1865.	John Francis.....	" "	11
OHIO.				
Chillicothe	July 1, 1865.	Thaddeus A. Minshall....	Dec. 31, 1865.	75
Cleveland.....	May 8, 1865.	{ Wm. H. Gaylord, suc- ceeded June 1, 1866, by Jasper E. Williams. }	{ Ceased to file claims in the Central Bureau Dec. 31, '65. The Agency still in oper'n Oct 1, '66. }	187
Dayton.....	July 1, 1865.	Robert Brundrette.....	Dec. 31, 1865.	408
Mansfield.....	July 25, 1865.	Vance & Dailey.....	" "	95
Marietta.....	July 1, 1865.	Geo. M. Woodbridge.....	" "	69
Steubenville....	July 12, 1865.	W. A. Walden.....	Oct. 31, "	14
Toledo.....	July 27, 1865.	Hartwell Osborn.....	Dec. 31, "	89
Zanesville.....	July 1, 1865.	David Hull.....	" "	173

Location.	Date of Establishment.	Name of Agent.	Date of Discontinuance.	No. of Claims Filed.
PENNSYLVANIA.				
Carbondale.....	June 10, 1865.	D. N. Lathrop.....	Dec. 31, 1865.	49
Erie.....	May 25, 1865.	A. J. Foster.....	" "	165
Harrisburgh.....	April 15, 1865.	Dewitt & Snodgrass.....	" "	401
Lancaster.....	Oct. 1, 1865.	W. W. Nevin.....	" "	84
Meadville.....	June 1, 1865.	D. C. McCoy.....	" "	142
Philadelphia.....	April 8, 1863.	Wm. N. Ashmun.....	Cons'd to rec'v'e claims Dec. 31, '65. Agency still in operation Oct. 1, '66, for completion of unsettled claims.	10798
Pittsburgh.....	July 1, 1865.	B. F. Brown.....	Dec. 31, 1865	434
Scranton.....	Nov. 1, 1865.	Aretus H. Winton.....	" "	44
Shippensburgh.....	May 24, 1865.	D. W. Thrush.....	" "	51
Wilkesbarre.....	June 10, 1865.	Hubbard B. Payne.....	" "	147
TENNESSEE.				
Knoxville.....	Aug. 1, 1865.	Charles Seymour.....	Dec. 31, 1865.	398
VERMONT.				
Brattleboro.....	July 1, 1865.	Geo. H. Bailey.....	Dec. 31, 1865.	91
Burlington.....	July 1, 1865.	A. J. Howard.....	" "	157
Montpelier.....	July 1, 1865.	(D. L. Fuller, succeeded) (Sept. 1, 1865, by E. J. Scott.)	" "	161
Rutland.....	June 1, 1865.	James E. Porter.....	" "	91
WEST VIRGINIA.				
Grafton.....	July 12, 1865.	James M. Scrogin.....	Dec. 31, 1865.	17
Wheeling.....	July 1, 1865.	James Gilchrist.....	" "	143
WISCONSIN.				
Fon-du-Lac.....	July 1, 1865.	N. C. Giffin.....	Dec. 31, 1865.	163
Janesville.....	Sept. 1, 1865.	Pliny Norcross.....	" "	117
La-Crosse.....	June 13, 1865.	Stoddill & Daniels.....	" "	92
Madison.....	July 1, 1865.	Buel E. Hutchinson.....	" "	357
Milwaukee.....	July 1, 1865.	Wm. G. Whipple.....	" "	260
Watertown.....	July 1, 1865.	Calvin B. Skinner.....	" "	73

Whole number of Claims filed by Local Agencies..... 50,604

Form of Agreement used in the Establishment of "Local Agencies."

U. S. SANITARY COMMISSION ARMY AND NAVY CLAIM AGENCY.

A G R E E M E N T.

THIS AGREEMENT WITNESSETH: That I, of in the County of and State of do hereby promise and agree to and with as General Secretary of the United States Sanitary Commission, or his successor in office, in consideration of the amount hereinafter mentioned as a salary for such service, to open and sustain in said an Army and Navy Claim Agency, from the day of 1865, to the first day of July, A. D. 1866, under the direction and in accordance with the instructions of the General Agent of the Army and Navy Claim Agency of the said Sanitary Commission at Washington, D. C., and to fill out, and cause to be duly executed, proper applications to the respective Governmental Departments for all claimants applying to me or at my said office: to file the same in the office of the said General Agent at Washington, and to procure and forward to him all the evidence possible, which shall be required of me: and if any part of said evidence shall be required to be procured after said first day of July, 1866, I do further agree to procure and forward the same to said General Agent, without compensation additional to that hereinafter mentioned. And I do further agree and pledge myself, that I will render such assistance in the collection of moneys upon certificates issued on claims filed by me in the office of the said General Agent, as may be directed or required of me by said General Agent: that I will not receive from claimants or others any amount or compensation whatever, for any services rendered by me in the prosecution of said claims, or the collection of moneys upon such certificates, or for the expenses of such prosecution or collection, in addition to the salary and payments hereinafter mentioned. And I do further agree and consent that this agreement and engagement may be terminated by said General Secretary at his option, at any time prior to the 1st day of July, 1866, by a written notice to me of not less than thirty days: *Provided*, That the said General Secretary shall cause to be paid to me a salary for my services at the rate of dollars per year, payable monthly, for the period covered by this Agreement: shall furnish me such blanks, circulars, cards, posters, stationery, and blank books as may be necessary: pay the magistrates' fees and the postage accruing in the business, and the cost of such advertising as shall be approved by said General Agent: and *provided*, further, that the terms of this Agreement shall be approved and accepted by the said General Secretary.

WITNESS my hand and seal at this day of 1865.



Approved and accepted by me, at Washington, D. C., this day of

JNO. S. BLATCHFORD,

General Secretary U. S. Sanitary Commission.

U. S. Sanitary Commission Army and Navy Claim Agency.

CENTRAL OFFICE, 24 F STREET, WASHINGTON, D. C.

INSTRUCTIONS TO LOCAL AGENTS.

I. ADVERTISEMENT OF AGENCY.

You are hereby directed to advertise at once your Agency in manner following :

1. You will cause the enclosed advertisement to be inserted every other day, for the period of.....days, in the two daily papers having the largest circulation in your immediate vicinity, and also for.....months in such weekly local paper as may have the widest circulation among the farming population of the district whence you expect to derive business. At some points where the population is largely German, it may be advisable to select, as one of these, a paper printed in the German language; and this consideration is left to your own judgment. You will also endeavor to secure as extended an editorial notice as possible in each of said papers. If practicable, you will obtain such insertion at reduced rates; and will report fully your action to the Central Office, enclosing a sample of the advertisement inserted.
2. You will cause to be conspicuously posted, in and about the streets and public buildings of your own and surrounding towns and villages, the advertising posters sent you. This should be done extensively and thoroughly.
3. You will also mail two or three of your posters to each Postmaster in the district from which you expect to derive business, with the request that he will display them in most conspicuous positions in his office, and will lend his friendly aid towards directing parties interested to your Agency.
4. You will mail your cards and circulars to all soldiers, sailors and their families of whose residence you can procure information, and for that purpose will endeavor to obtain a full list of all such persons resident in your vicinity.
5. You will open a correspondence with, and solicit the friendly co-operation of the Ladies' Aid Societies in all the villages and towns from which you may hope to draw business, mailing to each a supply of your cards and circulars for distribution.
6. You will mail your cards and circulars to every settled minister of whatever denomination in your county or district, with the request that he will publish to his flock the nature and plan of your agency.

You will please promptly comply with the above directions, and report your action fully to the Central Office.

II. THE PREPARATION AND PRESENTATION OF CLAIMS.

It will be your duty, when a claimant applies to you, after drawing from him a full statement of facts :

1. To carefully fill out upon Blanks to be furnished you by the General Agent, the proper application for his claim. You will be particular that all the blanks in the papers and endorsements are properly filled. You will next see that the papers are duly executed in conformity with the special instructions which will be sent you. In all cases of widow's applications, you will furnish the best evidence possible of marriage; and where the claim is made by a widow for Pension, and Arrears of Pay and Bounty, you will furnish proof of marriage in both cases; *i. e.*, one for the Pension Claim, and another for that of Bounty and Arrears of Pay, in conformity with the instructions furnished. No fees or expenses of any kind will be paid by the claimant in any case. In Invalid Pension cases, no Surgeon's examination will be required of you unless ordered by the Central Office.
2. You will prepare and forward papers for all persons applying to you, whether or not you consider their cases fair and their statements true. If a claim is considered by you fraudulent or unjust, you will still forward the papers, and, without intimation to the claimant, will notify the General Agent of your suspicions, and the grounds on which they rest.
3. At the close of each week, you will forward to the Central Agency, at Washington, D. C., all papers that have been executed during the week. All correspondence and papers must be sent to the Central Agency, and in no case are you to communicate directly with the Governmental Departments.
4. Applications for blanks, &c., inquiries about claims made out by other agents, and all doubtful questions in reference to the "Preparation and Presentation of Claims," will be submitted by you for explanation or instruction to the General Agent at Washington, D. C.

III. RECORDS AND REPORTS.

A. You will keep the following books in your office:

1. A Register, which will be furnished you by the Central Agency. In it you will enter the number of the case, the name of the claimant, his rank, company, and regiment, service, and post-office address, the date of the transmission of all papers to the Central Office, and clearly the character of the claim. You will also enter under each case all the steps taken by you, together with all expenses incurred in its prosecution.
2. A Cash Book, in which you will keep a general Cash account, showing receipts and disbursements of your office. In each entry of disbursement, care should be taken to mention the name of the claimant in whose case the payment occurred.

B. You will, on the *first day of each month*, make a report to the Superintendent of the work of your office during the preceding month, which will comprise:

1. A statement of the number of claims received and forwarded by you, classified in conformity with the blank and instructions which will be sent you; and
2. A Cash report, which will give a classified transcript of the items from your Cash Account, and be accompanied by your duplicate vouchers for the month, receipted, including bills of magistrates, of publishers of papers &c., receipted, or certified by them as correct.

IV. COLLECTION OF MONEYS.

Upon the allowance of a claim by a Governmental Department, the certificate will be mailed by the Central Office to the post-office address of the claimant, and you will be notified of that fact; except in cases where the claimant resides in the same town with yourself, when the certificate will be sent to you for delivery. It will be your duty to give the claimants, in all cases, all necessary assistance to enable them to convert their certificates into money. Blanks for the purpose can be had at this office; and for them, or any instructions in reference to the collection of moneys on the certificates, you will apply to the General Agent.

You will also in every case, when you render such assistance in the collection of moneys, report the fact to the Central Office, giving the name of the claimant, the class of the claim, and the date and amount of the collection.

V. CORRESPONDENCE WITH THE CENTRAL OFFICE.

The convenience of this office requires that all correspondence with it should be through the Superintendent of Local Agencies, except such matters, specified under the heads of "Preparation and Presentation of Claims" and "Collection of Moneys," as are therein directed to be submitted to the General Agent.

Please carefully observe the distinction.

WILLIAM F. BASCOM,

Superintendent of Local Agencies.

APPENDIX.

U. S. SANITARY COMMISSION.

Condensed Exhibit of the Operations of the Protective War Claim Association of New York, from Jan. 19, 1863, to Nov. 1, 1866.

Number of Claims allowed.....	7,052
Cash value of Claims allowed.....	81,912,999.30
Number of Claims rejected.....	836
Number of Claims remaining unsettled, Nov. 1, 1866....	2,228
Whole number of Claims filed.....	10,116
Expenses of the Agency.....	\$29,775.26

Classification of Claims Allowed :

Widows, 2,213; Children, 118; Invalids, 2,925;
Fathers, 661; Mothers, 877; Brothers and Sisters, 258.
Total, 7,052.

Classification of Expense Account :

Salaries.....	\$18,628.11
Rent.....	3,681.25
Postage.....	1,332.60
Printing.....	1,748.28
Stationery.....	1,270.54
Furniture.....	483.73
Office Expenses.....	2,630.75
	<hr/>
	\$29,775.26

NOTE.—The Protective War Claim Association was organized January 19, 1863. It became auxiliary to the Sanitary Commission, June 1, 1864. It ceased to file claims through the Central Bureau, January 1, 1866, but continued to receive claims, filing them direct in the Governmental Departments, until March 19, 1866.

The operations of the Association have been directed by an Executive Committee, consisting of Messrs. Howard Potter, Theodore Roosevelt, and Wm. E. Dodge, jr., until November 11, 1866, when its remaining business was transferred to the immediate charge and direction of the Sanitary Commission for completion.

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